

## NOTICES OF SUBSTANTIVE POLICY STATEMENTS

The Administrative Procedure Act requires the publication of substantive policy statements issued by agencies (A.R.S. § 41-1013(B)(14)). Substantive policy statements are written expressions which inform the general public of an agency's current approach to rule or regulation practice. Substantive policy statements are advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the agency and does not impose additional requirements or penalties on regulated parties or include confidential information or rules made in accordance with the Arizona Administrative Procedure Act. If you believe that a substantive policy statement does impose additional requirements or penalties on regulated parties you may petition the agency under A.R.S. § 41-1033 for a review of the statement.

### NOTICE OF SUBSTANTIVE POLICY STATEMENT

#### DEPARTMENT OF HEALTH SERVICES

[M05-106]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

SP-027-DLS-OMF, Implementation of a hospital acuity plan

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

March 5, 2005

**3. Summary of the contents of the substantive policy statement:**

The substantive policy statement notifies the public of the Department's interpretation of A.A.C. R9-10-208(C)(2) and (3) to ensure that a patient receives appropriate nursing services during unexpected circumstances beyond the control of the nurse executive or the hospital.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Kathleen Phillips, Rules Administrator

Address: Department of Health Services  
Office of Administrative Rules  
1740 W. Adams, Suite 202  
Phoenix, AZ 85007

Telephone: (602) 542-1264

Fax: (602) 364-1150

E-mail: phillik@azdhs.gov

Or

Name: Kathy McCanna, Program Manager

Address: Department of Health Services  
Division of Licensing Services  
Office of Medical Facilities Licensing  
150 N. 18th Ave., Suite 450  
Phoenix, AZ 85007

Telephone: (602) 364-2841

Fax: (602) 364-4764

E-mail: mccannk@azdhs.gov

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be obtained from the Department of Health Services, Division of Licensing Services, Office of Medical Facilities Licensing, 150 N. 18th Ave., Suite 400, Phoenix, AZ 85007. The Department charges 25¢ per page for copying. Payment may be made by cash or by check or money order made payable to the Arizona Department of Health Services.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**DEPARTMENT OF HEALTH SERVICES**

[M05-107]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

SP-028-DLS-OMF, Interpretation of the Staffing Requirements for Intensive Care Unit Nursing Services

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

March 5, 2005

**3. Summary of the contents of the substantive policy statement:**

The substantive policy statement clarifies the staffing requirements in an intensive care unit as stated in A.A.C. R9-10-220(B)(5) and (6) when an assigned registered nurse leaves the intensive care unit for breaks and other expected responsibilities or situations such as for hospital-wide code team or transporting a patient off the unit.

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new substantive policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-89]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.01, acceptable methods of payment

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

June 18, 1999, revised and renumbered May 28, 2004, revised and renumbered April 1, 2005

Notices of Substantive Policy Statements

**3. Summary of the contents of the substantive policy statement:**

Methods of payment accepted by the Department

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a revised policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Cindy Wilkinson  
Address: State Real Estate Department  
2910 N. 44th St., #100  
Phoenix, AZ 85018  
Telephone: (602) 468-1414, ext. 120  
E-mail: cwilkinson@re.state.az.us

**6. Information about where a person may obtain a copy of the substantive policy statement and the costs for obtaining the policy statement:**

A copy of the substantive policy statement may be downloaded from the Department's web site (www.re.state.az.us), or obtained from the Department upon payment of a copying charge of 25¢ per page.

**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-90]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.02, Attendance Requirements for Credit & Enforcement

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Circumstances when a licensee is entitled to credit for a class

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

Name: Cindy Wilkinson  
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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-91]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.03, Disclosure of Licensee's Home Address

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

Notices of Substantive Policy Statements

**3. Summary of the contents of the substantive policy statement:**

Circumstances under which a licensee's home address must be disclosed

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-92]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.04, Unlicensed Assistants

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Clarification of tasks that can be delegated to an unlicensed assistant

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-93]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.05, Access to *Arizona Real Estate Law Book* on the World Wide Web

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective December 6, 1999, renumbered May 28, 2004, renumbered April 1, 2005

Notices of Substantive Policy Statements

**3. Summary of the contents of the substantive policy statement:**

Clarifies that unrestricted access to the *Arizona Real Estate Law Book* on the Department's web site meets the requirements of statute

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

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**STATE REAL ESTATE DEPARTMENT**

[M05-94]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.06, Electronic Recordkeeping

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Conditions under which brokers may keep records electronically

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-95]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.07, Department Investigation of Cases Involving Civil Litigation

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

Notices of Substantive Policy Statements

**3. Summary of the contents of the substantive policy statement:**

Investigation of complaints and pursuit of civil remedies

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-96]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.08, Payment of Commission after License Expiration or Transfer of Employment

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Department's position concerning payment of a commission to a licensee after the licensee has changed employing brokers or the license has expired

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-97]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.09, Non-commercial Requests to Inspect Records and Fees for Copies

Notices of Substantive Policy Statements

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective June 18, 1999, revised and renumbered May 28, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Availability of Department's records and the estimated time for production

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

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**STATE REAL ESTATE DEPARTMENT**

[M05-98]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.10, Electronic Signatures

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective November 5, 2004, renumbered April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Acceptance of a broker's electronic signature on contracts and agreements

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a renumbered policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**STATE REAL ESTATE DEPARTMENT**

[M05-99]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.11, Subdivision Public Report Application Form, Changes

Notices of Substantive Policy Statements

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Frequency of changes to the application form for Subdivision Public Report and provision for comment by stakeholders

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new policy statement.

**5. The name and address of the person to whom questions and comments about the substantive policy statement may be directed:**

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**NOTICE OF SUBSTANTIVE POLICY STATEMENT**

**STATE REAL ESTATE DEPARTMENT**

[M05-100]

**1. Subject of the substantive policy statement and the substantive policy statement number by which the policy statement is referenced:**

2005.12, Continuing Education, Residential Resale Purchase Contract

**2. Date the substantive policy statement was issued and the effective date of the policy statement if different from the issuance date:**

Effective April 1, 2005

**3. Summary of the contents of the substantive policy statement:**

Interprets the requirement for "other education or experience" for a real estate instructor to be qualified to teach a class on the 2005 Arizona Association of Realtors Residential Resale Purchase Contract

**4. A statement as to whether the substantive policy statement is a new statement or a revision:**

This is a new policy statement.

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